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Message Text

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PAGE 01 STATE 289413

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DRAFTED BY S/S-S:IWOLF
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AMEMBASSY LONDON

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT TO EUROPE: SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE OFFICER AND ONE SECRETARY WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. A SECOND TEAM WILL ARRIVE WITH THE - EC;ETARY. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.
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3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S DEPARTURE AFTER THE SECRETARY HAS LEFT. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST

GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

--REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

--ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE- OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

--INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES,
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SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS -- AS DETERMINED BY POST -- ARE TO BE

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PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL.

DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.
7. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION FOLLOW SEPTEL.

8. EXDIS CAPTION MAY BE REMOVED FROM THIS MESSAGE UPON ANNOUNCEMENT OF VISIT. ROBINSON

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To: BRUSSELS NATO BRUSSELS LONDON
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